

ARIZONA DEPARTMENT OF EDUCATION-CERTIFICATION UNIT

TEACHING INTERN CERTIFICATE K-12

CERTIFICATE ENTITLES THE HOLDER TO PERFORM INTERN OR PARAPROFESSIONAL DUTIES IN WHATEVER GRADES OR LEVELS ARE ASSIGNED.

➤ **All requirements for the Teaching Intern Certificate must be met.** The certificate is valid for two years and is not renewable. Fees are not refundable.

1. Applicant must currently be enrolled in a teacher preparation program.
2. A letter of recommendation on official letterhead from the dean of a college of education or the administrator of a Board-approved teacher preparation program verifying that the applicant is currently enrolled in a teacher preparation program and will be under direct supervision by college and certified school personnel.
3. A valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety at (602) 223-2279.

*PURSUANT TO A.R.S. 15-534.03, EACH EDUCATOR MUST NOTIFY THE DEPARTMENT OF EDUCATION OF ANY CHANGE OF ADDRESS WITHIN THIRTY DAYS. CHANGE OF ADDRESS FORMS ARE AVAILABLE ON OUR WEBSITE.

ALL DOCUMENTATION, INCLUDING TRANSCRIPTS, BECOMES THE PROPERTY OF THE ARIZONA DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED. REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE.